



UNIVERSITY OF ENGINEERING & TECHNOLOGY, UET LAHORE



UNIVERSITY PORTFOLIO REPORT (UPR)

For

INSTITUTIONAL PERFORMANCE EVALUATION

Prepared By

QUALITY ENHANCEMENT CELL

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VISION

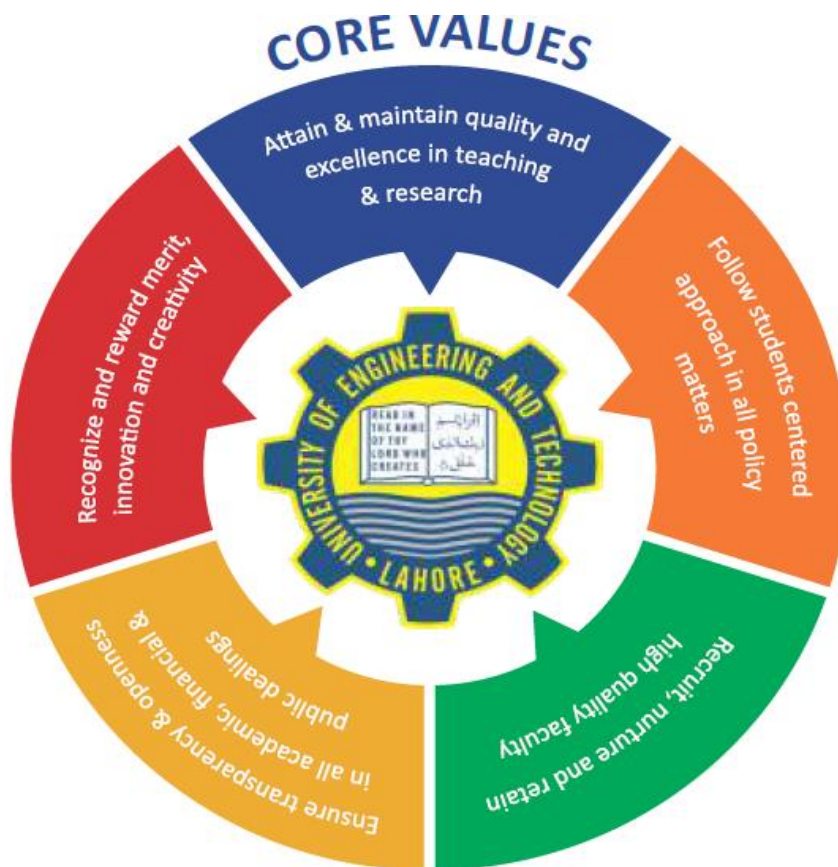
To generate knowledge for global competitive advantage and become a leading world class research University.

MISSION

To play a leading role as a University of Engineering and Technology in teaching, research, innovation, and commercialization that is internationally relevant and has a direct bearing on national industrial, technological, and socio-economic development

ASPIRATION

The university aspires to be the regional leader and wishes to improve its ranking from top 300 Engineering Universities of the world to top 100 universities of the world



HISTORIC PROFILE

The University of Engineering and Technology (main) located in the northern part of Lahore on the historical "Grand Trunk Road (G.T. Road)", near the magnificent Shalimar Gardens built during the great Mughal Empire.

The institution started its career in 1921 as the 'Mughalpura Technical College'. Later it became the 'Maclagan Engineering College', a name given to it in 1923 when Sir Edwards Maclagan, the then Governor of the Punjab who laid the foundation stone of the main building, now called the Main Block, which still retains its majesty despite the wear and tear of over eight decades. At that stage the institution offered courses of study in only two disciplines; Electrical Engineering and Mechanical Engineering.

In the year 1932, the institution was affiliated with the University of the Punjab for award of a Bachelor's Degree in Engineering. In 1947, at the time of independence, the Institution was offering well-established B.Sc. Degree Courses in Civil, Electrical and Mechanical Engineering.

In 1954 it started a Bachelor's Degree course in Mining Engineering, the first-ever of its kind in the country. However, the real expansion and development of the institution commenced in 1962 on its transformation into the 'West Pakistan University of Engineering & Technology', and within a few years Bachelor's Degree Courses were started in Chemical Engineering, Petroleum & Gas Engineering, Metallurgical Engineering, Architecture, and City & Regional Planning.

Later, the University started to develop its postgraduate programs, and by 1970's it was offering Master's Degree Courses in various specializations of engineering, architecture, planning and allied disciplines. Later, Ph.D. Degree Program was also instituted in a number of disciplines. Later on renamed University of Engineering & Technology in 1972. With phenomenal increase in students enrollment in seventies, the University established an Engineering College at Taxila in 1975, which later became an independent University in 1998 as the University of Engineering and Technology, Taxila.

Keeping in view the upcoming power crises situation in the country, in 2004 the University established its own Power Generation Unit with capacity of 2 Mega Watts later enhanced to 3 Mega Watts and became first and only countrywide educational institution who has its own Power Generation Unit

To meet the growing demands for the Engineering graduates and allied disciplines in the country, the University started an expansion program in the new millennium. Consequently, the teaching and research capacity of the UET-Main was enhanced and the establishment of the satellite campuses was taken up. At present, the University has three satellite campuses; the Faisalabad Campus, the Kala-Shah-Kaku Campus, and the Rachna College.

CAMPUSES OF THE UNIVERSITY

There are four campuses of the university located in various cities. of Punjab.



AFFILIATED COLLEGES

Following is the list of affiliated colleges of UET, Lahore

Government College of Technology, Faisalabad
Grafton College Islamabad
Quaid-e-Azam College of Engineering and Technology, Sahiwal
NFC Institute of Engineering and Fertilizer Research, Faisalabad
Sharif College of Engineering and Technology, Raiwind Road, Lahore
Swedish College of Engineering and Technology, Rahim Yar Khan
Govt. Swedish Pakistani College of Technology, Gujrat
Sir Syed College of Computer Science, Gulberg, Lahore.

RESEARCH CENTRES

The university has established the following research facilities with the help of different research partners from the industry.

Al-Khwarizmi Institute of Computer Science
Automotive Engineering Centre
BioMedical Engineering Centre
Centre for Language Engineering
Centre for Energy Research & Development (KSK)
Digital Signal Processing Centre
Foundry Engineering Centre Service
Huawei – UET Joint Telecommunication & IT Centre
Institute of Environmental Engineering & Research
IT Services Centre
Laser and Optronic Centre

Language Engineering Centre
Manufacturing Technologies Development Centre
Nano-Technology Research Centre
Professional Development Centre
Software Engineering Centre
Telecommunication Centre
UET Research Centre
ZTE – UET Joint Telecommunication Centre
DSP & Wireless Communication Centre
Centre of Excellence for Water Resources Engineering
Language Innovation and Technology Incubation Centre

SECTION-D: UNIVERSITY-WIDE SIDE DATA

Q#	Questions	Annexure
1	Faculty/Department-wise list of academic programs?	Annexure-01
2	Department-wise Student/faculty ratio?	Annexure-02
3	Total enrollment; enrollment by academic program; enrollment by department.	Annexure -03
4	Number of applications and the number of students enrolled academic program wise list.	Annexure -04
5	Retention rate from first to second year; second to third year; third to fourth year for each academic program. (Last three years' admissions)	Annexure- 05
6	Department wise / designation wise Number of full-time faculty; number of part time faculty, on contract faculty, visiting faculty and adjunct faculty with qualification	Annexure- 06
7	Designation wise list of Average salary for faculty on tenure track	Annexure-07
8	Total amount of financial aid given to the students from institutional funds;	Annexure-07
9	Endowment assets per student	Annexure-07
10	Total expense per student (educational and general expenses divided by the number of full-time equivalent students)	Annexure-07
11	Detail of credit hours for each academic program offered	Annexure-08

STANDARD 1: MISSION STATEMENT AND GOALS



Q (1):When did the university conceive of and write the mission? When and whom was it approved? Who was involved in the writing of the mission?

Answer: The management of the University of Engineering & Technology conceived and wrote its mission after getting a charter.

Q (2):Has the mission been reviewed and renewed since the first writing and approval?If so, when and by whom? When it was last reviewed?

Answer: Yes, the mission has been reviewed and renewed in 2015. It was reviewed under the supervision of the Vice-Chancellor.

Q (3):Where are the problems regarding living up to the mission? What is the university not doing that it should be doing to realize more fully its mission and goals?

Answer: In general university is facing no problems in achieving its mission and vision. The Management of the University is committed in living up the mission and vision of the university. KPIs are aligned with the mission and vision of the university. Academic programs and curriculum are also designed accordingly. The mission and vision are communicated through the website also.

Q (4):How is it used to: a) guide personnel decisions? b) Determine program/course offerings? c) Guide budget decisions?

Answer: The planning for academic and infrastructural maintenance and development is done to achieve the mission of UET. To achieve academic and infrastructural maintenance and development targets, action plans and policies are established, and academic programs are designed and get approved by the relevant authority of the university. Action plans are made by setting priorities and budget decisions are taken accordingly

Q (5):How well do you believe that the mission clearly defines the purposes of the university? Please explain.

Answer: The main purpose of the university is to produce competent engineers, researchers and add value to existing knowledge, and technology through high quality education, research and development.

We believe that the purpose of university is fully defined, in its mission statement “To play a leading role as a University of Engineering and Technology in teaching, research, innovation and commercialization that is internationally relevant and has a direct bearing on national industrial, technological and socioeconomic development.”

Q (6):How well do you believe the mission and goals delineate what the university intends to accomplish? Please explain.

Teaching, research, innovation and all other academic activities at UET Lahore are aligned with its mission and strategic goals. Our graduates are contributing in nation building by performing a leading role in teaching, technology incubation, innovation, research and socioeconomic development.

1	Mission Statement Approval & Revision(Minutes of the meeting of Committee Minutes of meetings (who approved the committee)	Annexure-09
2	Approval of Academic Programs	Annexure-10
3	Minutes of meetings of relevant bodies.	Annexure -11
4	Minutes of meetings (who approved the committee)	Annexure -12
5	SOPs of compliance for the minutes of each of the bodies and the name of the responsible office is for each of body.	Annexure- 13

STANDARD-2: PLANNING AND EVALUATION

Q (1): Describe your formal systems of planning and evaluation. What committees are there – with what composition? How often do they meet? What is the timeline for the plan?

Answer: UET has following planning and evaluation Committees / bodies which plan and take academic and administrative decisions.

- Senate
- Syndicate
- Advanced Studies and Research Board
- Academic Council
- Finance Planning Committee
- Board of Studies
- Affiliation Committee
- Transport Committee
- Campus Construction Committee
- Central Purchase Committee

The University performs all the functions through these committees. Composition, responsibilities and frequency of the meetings of committees are given in University Act which is attached under **Annexure-14**.

Planning and Development Directorate

Planning and Development Directorate is an integral part of UET's administration responsible for planning the major activities involving infrastructure and faculty, controlling the major project related tasks and putting them into development operation. The Directorate has remained busy in up-grading the physical infrastructure of UET and its four satellite campuses, namely; Kala Shah Kaku (KSK), Narowal, Faisalabad and Rachna College of Engineering & Technology Gujranwala. P&D Directorate has also played an important role in strengthening the faculty of the University through Higher Education Commission HEC's faculty development program.

The status of expenditure, against the released amounts by HEC for the 4 ongoing projects is shown in the figure below. The funds released were efficiently utilized, as 95.5% of the released funds have been spent on the major activities including civil works, equipment, transport and faculty development.

The bulk of these development projects included Infrastructure Development through the Civil Works (63.44%), Human resource development through Faculty Development Program (14.28%), and enhancement of research facilities through Procurement of Equipment (15.80%). These projects include: -

- ❖ Strengthening of University of Engineering and Technology, Lahore
- ❖ Establishment of University of Engineering & Technology, Lahore Sub Campus at Narowal
- ❖ Innovation Centre and Innovation Park at UET, Lahore Sub Campus
- ❖ Provision of New Facilities & Infrastructure for Main Campus of UET, Lahore

Q (2):What other planning documents do you have? A development plan for facilities? A financial plan? Please describe for each of these documents the process by which they are generated and reviewed. Please provide copies last three years plans.

Answer: Following are planning documents which we have. Some of the planning documents are related to guidelines which are used for internal planning of the university.

- PAKISTAN VISION 2025 (<http://pc.gov.pk/web/vision>)
- Medium Term Development Framework (Government of Punjab)
- Guidelines for Project Management by Planning Commission of Pakistan
- UET's Vision 2030 With Perspective Development Plan attached under **Annexure - 15**
- **Strategic Plan** attached under **Annexure- 15**

Financial Plans are prepared based on priority defined and by various statutory bodies of the University and the final financial plans are sent to funding agencies and are reviewed according to the budget allocation. Plans are attached under **Annexure- 16**.

Q (3):How are the plans incorporated into the budget? Please provide copies of the current draft budget and approved budget of last year.

Answer: The final financial plans are sent to funding agencies in the budget document and are reviewed according to the budget allocation made by them. The budget is approved by the Senate, duly recommended by Finance & planning Committee and Syndicate. Budget attached under **Annexure-16**.

Q (4):When are the plans evaluated and updated? How?

Answer: Plans are live documents and are executed, monitored, evaluated, changed and executed as per new demands, strategic compulsions, developments, environmental needs and financial position.

Q (5):Is there a campus master plan? A Life Cycle Management plan for the University infrastructure? If so, who was involved in putting it together? Who approved it? How often is it updated? Please provide a copy of the campus master plan.

Answer: Yes, we have a master plan which is divided into various phases on the timeline as per priorities. It is monitored / evaluated time to time and updated in case of absolute necessity, though not very frequently. Master Plan is attached under **Annexure - 17**.

Q (6):Please list PC-I/PC1-IV for prepared, executed and completed in last three years.

Answer: List of PC-I/PC1-IV for prepared, executed and completed in the last three years are attached under **Annexure - 17**.

Q (7):For committees involved in the planning process, please provide the lists of members, the agendas, and the minutes of the meetings in last three years.

Answer: Attendance sheets, agenda, and minutes of meetings of such committees are available for the last three years are available in the university and will be provided on demand.

To steer the construction activities: -

- Five (05) Campus Construction Committee (CCC) meetings have been conducted during Year-2018
- Three (03) Campus Construction Committee (CCC) meetings have been conducted during Year-2019.
- Five (05) Campus Construction Committee (CCC) meetings have been conducted during Year-2020

STANDARD 3: ORGANIZATION AND GOVERNANCE

Q (1): Please provide detail of offices responsible meetings of the senate; the syndicate; or Board of Governors.

Ans: Registrar office is responsible for organizing meeting of the senate; the syndicate.

Q (2): Provide the copy of University ACT.

Ans: University Act is attached under **Annexure -14**

Q (3): Please provide organizational chart along with its approval.

Ans: Organization Chart is attached under **Annexure -18** and documents related to approval will be provided on the spot.

Q (4): Define the process of conduction of these meetings.

Senate:

1. The Chancellor, or in his absence, his nominee, shall be the Chairman of the Senate.
2. Members of the Senate, other than ex-officio-members, shall hold office for three years,
3. The Senate shall meet at least twice in every year on dates to be fixed by the Vice-Chancellor with the consent of the Chancellor.
4. The quorum for a meeting of the Senate shall be one-third of the total number of members, a fraction shall be counted as one

Rules of procedure for the meeting of syndicate

Interpretation

- In these Rules the word “Chairman” means the Vice-Chancellor or in his absence the member of the Syndicate who presides at a meeting in accordance with Rule 6.
- In calculating “one half” of the total number of members for the purpose of Rule 5, a fraction shall be counted as one.

Ordinary Meetings

- The Syndicate shall ordinarily meet once in a month on the first Saturday, except during the Summer Vacations, provided that if the affairs of the University so require, the Vice-Chancellor may convene a meeting or meetings of the Syndicate even during the Summer Vacations.

Special Meetings

1. The Vice-Chancellor may convene a special meeting of the Syndicate at any time to consider a matter of an urgent nature.
2. The Vice-Chancellor shall convene a special meeting of the Syndicate at the written request of not less than two thirds of the total number of members, which shall show clearly the nature and urgency of the matter to be placed before the Syndicate.

Notice of meetings and agenda

A notice of not less than 7 days shall be given for an ordinary meeting of the Syndicate and the agenda papers shall be sent to the members at least 3 days before the date of the meeting.

For a special meeting such notice shall be given as the circumstances may permit.

Quorum

The quorum for a meeting shall be one half of the total number of members of the Syndicate.

Chairman of meeting

The Vice-Chancellor shall preside at the meetings of the Syndicate. In his absence a member of the Syndicate chosen by most of the members present from among themselves shall preside at the meeting.

Matters to be considered at meeting

At an ordinary meeting only, the matters included in agenda shall be considered, provided that the Vice-Chancellor may lay before the meeting any other matter of an urgent or non-controversial nature.

Voting by members

All questions shall be decided by most votes of the members present. The voting shall ordinarily take place by a show of hands but in special cases a secret ballot shall be taken if the Chairman or any member so desires.

If the votes including that of the Chairman are equally divided, the Chairman shall have a casting vote.

Regulation of procedure at meetings

Except as otherwise specifically provided the Chairman shall regulate the procedure at a meeting in such manner as he thinks fit.

Minutes of meetings

As soon as possible after a meeting a draft of the minutes of the meeting shall be prepared by the Registrar and submitted to the Chairman for approval. The minutes so approved shall be circulated without delay to all the members, and any one of them who was present at the meeting may within one week of the receipt of the minutes communicate to the Registrar any objection he may have to their correctness. A copy of the minutes together with the objections received, if any, shall be laid before the meeting next following for confirmation and the minutes shall be corrected, if an objection is upheld.

RULES OF PROCEDURE FOR THE MEETINGS OF THE ACADEMIC COUNCIL

1. The Secretary (Registrar) shall submit to the Vice-Chancellor the proposed Agenda for any meeting of the Academic Council for the latter's approval.
2. The agenda as approved by the Vice-Chancellor shall be circulated by the Secretary to the members at least 7 days before the date fixed for the meeting except for an emergency meeting when a shorter notice may be given.

3. The date and time for the meeting of the Academic Council shall be fixed by the Vice-Chancellor.
4. A special meeting of the Academic Council may be requisitioned by at least 1/3rd of the members of the Academic Council by submitting a signed proposal to the Vice-Chancellor. On receipt of such a proposal or of his own accord, the Vice-Chancellor shall fix the date and time of a special meeting of the Academic Council, at the earliest opportunity. The Secretary shall then circulate the agenda in accordance with the rules.
5. The item on the agenda shall be dealt as motion before a meeting of the Academic Council, without being proposed and seconded at such meeting. Every other motion or amendment shall be reduced to writing and read out by the mover and shall be delivered to the Secretary. Every such motion that is not seconded shall drop.
6. When there is an amendment, the amendment shall be first put to the vote; if the amendment is lost, and no further amendment is proposed, the original motion shall be put to vote.
7. Should any amendment be carried, the proposal as amended shall be stated from the Chair and may then be debated as a substantive proposal to which further amendments may be proposed and dealt with as herein fore provided. Not more than one amendment shall be taken to be before the meeting at any one time.
8. Any motion or amendment may be withdrawn if the mover states his wishes to withdraw.
9. A motion not on the agenda may be moved in the meeting with the permission of the Chairman.
10. The Chairman shall control the order in which the members may address the meeting and the way the business shall be conducted. No member shall address the meeting after the Chairman has called for a vote.
11. Members, when speaking, shall address the Chairman.
12. The Minutes of a meeting of the Academic Council shall be recorded by the Secretary and submitted to the Chairman of the Meeting for approval.
13. Normally, the minutes as approved by the Chairman shall be circulated by the Secretary to members within a week after the meeting has been held.
14. Within 7 days of the receipt of the minutes by them the members may communicate to the Secretary any objections they might have in regard to the recording of the minutes.
15. The Minutes as well as the objections received from the members if any, shall be placed by the Secretary before the following meeting of the Academic Council for confirmation.

In case the unconfirmed minutes of Academic Council have to be placed before any other authority for action then any objections in regard to their recording, received by the Secretary, shall be immediately communicated by him to the authority concerned

THE FINANCE AND PLANNING COMMITTEE

Note: - See the Schedule of First Statutes of the University Act, 1974 (duly amended 2000) at p.42 for Constitution & Function of the Committee.

RULES FOR THE CONDUCT OF BUSINESS OF THE MEETINGS OF THE FINANCE AND PLANNING COMMITTEE

Ordinary Meetings

The Finance & Planning Committee shall ordinarily meet in the first week of November, February and May to review the financial position and in June to consider the Annual Budget.

Special Meetings

The Vice-Chancellor may convene a special meeting of the Finance Committee at any time to consider a matter of urgent or special nature.

Notice of the Meeting and Agenda

The notice of the meeting along with the agenda will be circulated among the members of the Finance Committee at least 10 days in advance of the proposed day for the conduct of meeting for a special meeting such notice shall be given as the circumstances may permit.

Quorum

The quorum for a meeting of the Finance Committee shall be three members.

Chairman of the Committee

The Vice-Chancellor shall preside over all the meetings of the Finance & Planning Committee. In his absence a member of the Committee chosen by majority of members from among themselves shall preside over the meeting.

Q (5):If you are a private not-for-profit or proprietary university, please describe in detail your governance system – the various committees, councils, etc. and provide TORs for each.?

Answer: Not applicable

Q (6): Provide list of university's statutory bodies, along with their members details.

Answer: The following is list of university's statutory bodies, along with their members details: -

1. the Senate.
2. the Syndicate;
3. the Academic Council;
4. the Boards of Faculties;
5. the Boards of Studies;
6. the Selection Board;
7. the Advanced Studies and Research Board;
8. the Finance and Planning Committee;
9. the Affiliation Committee;
10. the Discipline Committee; and
11. such other authorities as may be prescribed by Statutes

Details of members of the university's statutory bodies are given below Senate

The Senate shall consist of: -

- the Chancellor;
- the Pro-Chancellor;
- the Vice Chancellor;
- *(Iii-a) the Pro-Vice-Chancellor;
- the Members of the Syndicate;
- the Deans;
- the Director of Institute;
 - the University Professors and Professors Emeritus;
 - the Chairmen of the Teaching Departments;
- the Officer or Teacher in charge of Students Affairs (by whatever designation called)
- fifteen Lecturers and Assistant Professors and eight Associate Professors having at least three years' service to be elected by the University teachers from among themselves (out of whom at least seven shall be female teachers).
- the Chairman, Board of Technical Education, Lahore;
- the Chairmen, Boards of Intermediate and Secondary Education in the Punjab;
- four Registered Graduates (including at least one woman) to be elected by all such Graduates from amongst themselves;
- four persons eminent (including at least one woman) in the arts, the science and the professions, to be nominated by the Chancellor.
- the Registrar;
- the Treasurer;
- the Controller of Examinations;
- the Librarian;
- members of the Provincial Assembly of the Punjab to be elected in the following manner: -
 - one member from each Division excluding Lahore Division to be elected by the Members of the Provincial Assembly from that division; and
 - one member from each District of the Lahore Division to be elected by the Members of the Provincial Assembly from that division.
- all the Directors of Education and the Director of Technical Education within the territorial limits of the University; and
- the Principals of the Affiliated Colleges.

Syndicate

The Syndicate shall consist of: -

- (i) the Vice-Chancellor, who shall be its Chairman;
- (ii) the Pro-Vice-Chancellor, if any;
- (iii) one member of the Provincial Assembly of the Punjab to be nominated by the Speaker of the Assembly;
- (iv) two members (including at least one female member) of the Senate to be elected by the Senate;
 - a. the Chief Justice of the Lahore High Court, Lahore or his nominee from amongst the Judges of the Lahore High Court;
 - b. Secretary to Government of the Punjab, Education Department or his nominee not below the rank of Additional Secretary;
- (vi-a) Secretary to Government of the Punjab, Finance Department or his nominee not below the rank of Additional Secretary;
- (v) one nominee of the University Grants Commission;
- (vi) one Dean to be nominated by the Chancellor on the recommendation of the Vice-Chancellor;
- (vii) one Professor, one Associate Professor, one Assistant Professor and one such Lecturer (out of whom at least two shall be women) as has completed minimum of two years' service in the University to be elected respectively by and from amongst themselves;
- (viii) three persons of eminence (including one scholar of Islamic Jurisprudence and one woman not serving in any educational institution) to be nominated by the Chancellor;
- (ix) one Principal of the Affiliated Colleges to be nominated by the Chancellor;

Members of Academic Council

The Academic Council shall consist of: -the Vice-Chancellor (Chairman)

- (i-a) the Pro-Vice-Chancellor;
- (ii) the Deans;
- (iii) the Directors of Institutes;
- (iv) the University Professors including Professors Emeritus;
- (x) the Chairmen of the Teaching Departments;
- (xi) Education Secretary, the Director Public Instruction, Punjab and the Director of Technical Education, Punjab;
- (xii) all Professors, Associate Professors and equal number of Assistant Professors or Lecturers to be elected by teachers of the University from amongst themselves; provided that at least one Associate Professor or one Assistant Professor or one Lecturer is represented in the Academic Council from each Teaching Department of the University;

- (xiii) three persons (including at least one woman) eminent in the arts, the sciences and the professions of whom one shall be from each category to be nominated by the Chancellor;
- (xiv) the Registrar;
- (xv) the Librarian, and
- (xvi) The Controller of Examinations.

Q (7): Copies of meeting notifications, agendas and copies of minutes for each of the statutory body (Last three years).

Answer: Records are available at Registrar Office (Annexure 18).

Q (8): Please provide a details of emergency powers used by head of institution/vice chancellor in last three years.

Answer:

ACTION TAKEN BY THE VICE CHANCELLOR ON BEHALF OF SENATE

01.01.2014 to 25.09.2014

Implementation of Budget (Recurring & Non-Recurring) for the financial Year 2014-15

26.09.2014 to 21.12.2015

- Implementation of Budget (Recurring & Non-Recurring) for the financial Year 2015-16

22.12.2015 to 09.08.2016

Implementation of Budget (Recurring & Non-Recurring) for the financial Year 2016-17

ACTION TAKEN BY THE VICE CHANCELLOR ON BEHALF OF SYNDICATE

Period 01.01.2014 to 29.03.2014

- Nomination of the representative of teaching staff & administrative staff association in house allotment committee and health committee.
- Grant of pension/commutation to teacher/officer of this university.
- Appointment of Dr. Rashid Munir as Assistant Professor on short term contract basis in Islamic Studies at KSK Campus.

Period 30.03.2014 to 14.06.2014

- Grant of pension/commutation to teacher/officer of this university.

Period 15.06.2014 to 16.09.2014

- Approval of Budget of IB&M for the year 2014-15

Period 17.09.2014 to 14.03.2015

- Constituted an Inquiry Committee under section 3 of protection against harassment of women at workplace act 2010
- Amendment in semester regulations for undergraduate degree program
- Grant of pension/commutation to teacher/officer of this university
- Procurement of security equipment

Period 15.03.2015 to 17.06.2015

- Extension in Tenure Track Appointment in favor of Dr. Ali Hammad Akbar
- Grant of pension/commutation to teacher/officer of this university

Period 18.06.2015 to 26.08.2015

- Increase in seats in B.Sc. Computer Science Lahore and B.Sc. Chemical Engineering KSK Campus
- Exemption of tuition fee of Sudanese students on account of extra ordinary financial hardship

Period 27.08.2015 to 05.11.2015

- Grant of pension/commutation to teacher/officer of this university
- Fee concession granted to Mr. Masarof Hussain, Bangladeshi National on account of extra ordinary financial hardship

Period 06.11.2015 to 20.02.2016

- Criteria for allotment in newly built faculty hostel
- Increase in retainer ship fee of the University Legal Advisor

Period 21.02.2016 to 28.04.2016

- Nomination of the representative of teaching staff association in house allotment committee
- Extension in contract of Research Officer, CERAD, UET KSK Campus

Period 29.04.2016 to 30.06.2016

- Extension in nomination of members on Executive Committee of IB&M
- Extension in Tenure Track Appointment in favor of Dr. Ali Hammad Akbar
- Grant of pension/commutation to teacher/officer of this university

Period 01.07.2016 to 29.08.2016

- Adoption of Government of the Punjab letter regarding revision of Basic Pay Scale and allowance 2016 and increase in Pension
- Amendment in rates of General Provident Fund
- Reconstitution of University standing Plagiarism Committee
- Change of Chief Editor and Managing Editor of UET Research Journal

Period 30.08.2016 to 02.11.2016

- Grant of pension/commutation to teacher/officer of this university
- Appointment of Subedar Major Muhammad Hanif as Assistant Security Officer on Short Term Contract Basis
- Appointment of Ms. Humera Munir as Lecturer at MNS UET Multan

ACTION TAKEN BY THE VICE CHANCELLOR ON BEHALF OF ACADEMIC COUNCIL

Period 01.01.2014 to 10.06.2014

- Nomination of expert by the academic council of the university on the board of governors of CEWRE.
- Amendment in semester regulations for undergraduate degree program

- Amendment in semester regulations for Postgraduate degree program
- Re-constitution of Board of Studies of CERAD
- Eligibility for admission of candidates having DAE in Mechatronics Technology in B.SC Mechatronics Engineering
- Eligibility for admission in B.Sc. Mechanical Engineering and B.Sc. Mechanical Engineering Technology regarding Mechanical Technology with specialization in precision Mechanical & Instrument

Period 11.06.2014 to 28.05.2015

- Amendment in semester regulations for undergraduate degree program
- Amendment in semester regulations for Postgraduate degree program
- Eligibility for admission in B.Sc. Mechanical Engineering and B.Sc. Mechanical Engineering Technology having DAE Mechanical Technology with any Specialization
- Grant of extension in time limit to student of affiliated colleges
- Extension in time limit to students of B.Sc. Engineering Program

Period 29.05.2015 to 21.10.2015

- Approval of the regulations governing the semester system of teaching and examination for undergraduate and postgraduate degree program and curriculum rule 2015
- Renaming of degree program “B.Sc. Chemical Engineering (Polymer)” for intake batch of 2009 and 2010.
- Inclusion of course in B.SC Electrical Engineering Technology Curriculum for the Session 2010 and onwards
- Degree duration for Post Graduate Program of IB&M prior to session 2013
- Amendment in eligibility for admission to post graduate program
- Grant of extension in time limit beyond one year for B.Sc. Engineering Student
- Increase in number of seats in B.Sc. Engineering in UET Faisalabad, KSK, RCET and Narowal Campuses 06 to 10 from admission circle 2015-16

Period 22.10.2015 to 22.06.2016

- Grant of extension in time limit beyond one year for B.Sc. Engineering Student
- Enhancement of Quota for the students of Gilgit Baltistan
- Maximum Time limit for post graduate program of IB&M prior to session 2015
- Approval of eligibility of applicant for admission to PhD transportation Engineering possessing M.Sc. Degree in Transportation Engineering/Civil Engineering & Geo Technical Engineering
- Approval of course contents of M.Sc. Transportation Engineering for commencement of M.Sc. Transportation Engineering by both research work and course work.

Period 2016 to 2022

- The details are available in the Registrar office in hard form and will be provided on demand (Annexure#19).

Q (9): Please list the cases in which the emergency powers were used; provide the letter/notifications regarding the use of emergency powers; the SOPs for the use of the powers; any other documents which recorded the use of the emergency powers and the names of the committees/bodies regarding which emergency power was exercised in three years.

According to section 14 (3) of University Act,

*(3) Subject to such conditions as may be prescribed, the Vice-Chancellor may, in an emergency, take an action which is not otherwise in the competence of the Vice-Chancellor but is in the competence of any other Authority.

*(3a) The Vice-Chancellor shall, within seven days of taking an action under sub-section (3), submit a report of the action taken to the Pro-Chancellor and to the members of the Syndicate; and, the Syndicate shall, within forty-five days of such an action of the Vice-Chancellor, pass such orders as the Syndicate deems appropriate.

The Vice Chancellor shall use this power on the behalf of

- 1) Senate
- 2) Syndicate
- 3) Academic Council

Q (10): Who reports directly to the Vice Chancellor/Rector? How often do they meet as a group? Are there minutes of those meetings?

All officials declared as officer according to University Act are directly reported to the Vice Chancellor. Time to time the meetings of the officers of the university were convened by the Vice Chancellor.

Q (11): Discuss your process for avoiding conflict of interest at the level of each statutory body.

Answer: Conflict of interest at the level of each statutory body is neutralized through deliberations and debates in the relevant subsidiary committees and through the appropriate members. Policy is attached under the **Annexure 20**.

Q (12): Please provide the dates of meeting and dates of distribution of minutes of the meetings of following bodies for the last three years: Board of Governors, Senate, Syndicate, Finance and Planning, Senior Management Team, Selection Committee and other such statutory bodies that might appear in your charter/Act/Ordinance.

Answer: The details are available in the Registrar office in hard form and will be provided on demand.

STANDARD 4: INTEGRITY

Q (1): Is there a grievance committee for faculty/ Students/ administrative staff? Please provide copies of each along with the approvals.

Answer: In compliance with the directions of the Higher Education Commission, Islamabad, the Vice-Chancellor Constituted a Grievance Committee vide Notification No. Regu/III/152/16/466 dated 22.08.2016, consisting of the three Professors and Associate Professors for redressal of faculty, administration and student's issues.

The Vice Chancellor reconstructed the committee on 03-09-2019 attached under **Annexure – 21.**

Addressing Students' Grievances

a) The examination regulations provide sufficient transparency by mandating teachers to show result of all assessment instruments including final examination to their students. Sufficient time is provided to students, even after finalization of the award list, to point out errors and omissions and get them rectified. As such, the following aspects will neither be reviewed nor discussed while interpreting the provisions of this regulation:

- i. Marks awarded by the teacher in any of the assessment instruments;
- ii. Letter grade thresholds;

b) A student has two options for redress of grievances. The first option can only be exercised during the semester and the second option after declaration of semester results.

i. During the semester: A student may file a grievance petition with the Chairman of his department during a semester if sufficient opportunity is not provided to him to review the assessment instruments as prescribed in the Examination regulations. The Chairman will form a 3-member departmental Committee headed by a senior faculty member to redress the grievance. It will be mandatory on the Committee to hear both sides (student and the teacher) and recommend corrective action within 5 days after filing of the grievance. The recommendations of the Committee will be binding on the teacher as well as the student.

ii. After Declaration of Semester Result: A student may submit a Grade Change Request (Form 3) to the Chairman's Office stating the specific reason for change in grade. Grade Change requests must be submitted not later than one week after the first grade was posted or within the first week of the following semester, whichever is later. The request will be routed to the concerned faculty member. Normally, the only person who can change a grade is the faculty member who gave the grade; however, in case that faculty member is no longer available or cannot be reached, the department chairman has the authority to evaluate the situation and change a grade, if required. When a grade is to be changed, the chairman shall forward the case to the Dean with justification for change. The result will be modified after approval of the Dean.

Notifications are attached under **Annexure - 17**

Q (2): Describe your system for monitoring ethical standards in research/scholarly work.

Answer: ORIC monitors the whole process and take specific measures from approval of topic for submission of theses. Complete procedure is well defined, and instructions are predefined for the research work. If researcher involve in any kind of unethical work regarding plagiarism policy, then liable person has to pay penalty depending upon the type of offence.

Q (3): Please provide the details for implementation of HEC’s Plagiarism Policy.

Answer: The HEC guidelines are strictly followed for Plagiarism check of MS/MPHIL/ and Ph.D. theses and research paper. The policy is applicable to students, teachers, researchers and all UET staff. It is the responsibility of each author, including the co-authors to ensure that papers/thesis submitted for publication should attain the highest ethical standards with respect to Plagiarism, research title should be same as approved by ORIC and plagiarism check application should have submitted to the chairman and Dean HEC Focal Person. If the title is correct, the document is checked by ‘Turnitin’ software. If the anti-plagiarism report has similarities index less than 19%, it is considered within acceptable rangel. (Plagiarism Policy attached under **Annexure -23**)

Q (4): What is your policy regarding intellectual rights?

Answer:

Policy for Intellectual rights attached under **Annexure -22**

Q (5): Do you have a written policy concerning conflict of interest? If so, who or what statutory bodies are covered by the policy? Please describe the mechanisms to safeguard against conflict of interest.

Answer: Conflict of interests are being safeguarded through rationalization and selection of appropriate members. The member of the house/ committee/ statutory body is requested to leave the house/ committee in case any conflict arises that pertains to his/her personality. He/ She rejoins the house/ committee, when the matter is over. Moreover, a documented policy regarding conflict of interest is being developed and will be implemented soon.

Q (6): Please write a statement describing how you insure fairness for all individuals in your policies and procedures. What mechanisms do you use? Give specific examples

Answer: we ensure the fairness to all individuals by following our approved procedures and policies. Furthermore, fairness will also be assured through internal IPE.

STANDARD 5: FACULTY

FACULTY APPOINTMENTS

Q (1): Describe how you have implemented the appointment criteria of HEC? If not, what have been the obstacles to the implementation?

Answer: We implement HEC appointment criteria in letter and Spirit. The following are SOPs for the appointment of faculty/staff.

- Advertisement in national newspaper(s) / UET web site.
- Short listing of applications by scrutiny committee
- Interview by Selection Board
- Approval by Competent Authority
- Issuance of Appointment letter
- Joining of the employee

The Faculty appointment criteria is attached under the **Annexure 24**.

Q (2): Please describe the faculty selection process.

Answer: The posts are advertised in the National Press in accordance with HEC Criteria. The shortlisting/scrutiny of the application is done by the scrutiny committee consisting of one member of Selection Board, Dean concerned and Chairman of the Department. The shortlisted candidates are called for an interview before the Selection Board. The Selection Board recommended suitable candidates to the Syndicate for appointment in the University.

Q (3): A copy of the criteria that the University follows for faculty appointments along with notification of approval from concerned statutory body.

Answer: The criteria that the University follows for faculty appointments is available in the University Act attached under **Annexure – 24**

Q (4): Provide copies of the advertisements for faculty positions published in last three years for both print and electronic media.

Answer: Copies of the advertisements for faculty positions are available in registrar office

FACULTY EVALUATION AND DEVELOPMENT

Q (12): What are the criteria used for evaluating teaching? Where are they written? How often are they revised? Who does the evaluating?

Answer:

1st Evaluation: The criteria to evaluate the teaching of each faculty member, consists of a teaching evaluation form. Students provide their input by filling that form. These forms, filled by each student, are sent to the QEC department of the university.

An evaluation is conducted at the end of each semester. QEC analyzes the data and share the findings with the Chairman and faculty. The teachers are awarded according to HEC Criteria.

2nd Evaluation: Proformas of HEC Self-Assessment Manual are filled by students, for each course. Data is analyzed by the program teams of the departments and results are included in SARs. Assessment Team evaluates the results; share its findings to the chairman of the program who takes necessary corrective actions.

The criteria prescribed in HEC Model Tenure Track Process Statutes; Version 2.0 is being used for evaluating teaching of the Tenure Track (TTS) faculty. A Self-Assessment Report (SAR) Proforma is being formulated by the University, keeping in view the HEC guidelines, where “Teaching” is one of the four parameters for the faculty member’s performance evaluation. Students provide the input by filling in the Teaching Evaluation Form which is included in the SAR. The final evaluation is done by the Departmental Tenure Review Committee (DTRC) that is constituted as per HEC TTS rulings.

Q (13): Are there classroom observations? If so, please provide several written reports from several departments concerning the observations? How many departments use classroom observation for evaluation and teacher improvement?

Answer: Classroom observations are made occasionally by senior faculty, but in this connection no formal reports have been prepared.

Q (14): Do students evaluate each course? How are the evaluations written? Who collects them? Who meets with the faculty member to review them? Are they used to evaluate the faculty member and used in promotion, tenure and merit pay? Do you use the QEC form?

Answer: Yes, Students at the end of the semester, evaluate the course taught to them. Administration of the department collects the evaluations. Chairman of the department meets with faculty members to review them. Faculty members are given better incentives as well as good evaluation money as per policy of the university. Evaluation is in accordance with the proformas of QEC.

Q (15): What other means does the University use to evaluate and improve teaching?

Answer: University, regularly, conducts Teaching Training Programs/workshops under the umbrella of QEC of the University to ensure the Quality of the education and improvements in teaching methodologies. Departments also prepare Self-Assessment Report and submitted to QEC. QEC evaluates the result and arrange the teaching, training workshops for further improvements. All newly recruited faculty members also go through Teaching Methodology training organized by QEC.

Q (16): Is the faculty given training in writing a syllabus? Does the administration require a syllabus for each course? Where are the syllabi kept? How often are they reviewed and updated?

Answer: Board of Studies instructs the faculty in writing a syllabus. Administration Requires each course (with course objective, course outlines and course outputs) to provide it to the concerned faculty member to teach that course according to the syllabus defined by the Department. These courses are reviewed and updated by the department with a gap of four years. However, as per instructions of PEC and HEC they can be updated on demand.

RESEARCH

Q (17): Please list the department wise research projects and/or research funding earned by the faculty last three years.

Answer: Research funding earned by the faculty is given in the attached **Annexure-25**

Q (18): Please provide a department wise list of publications and impact factor (if, any).

Answer: list of publications and impact factor is attached under **Annexure-25**

Q (19): Who is responsible for documenting service to the university? Is service to the university (serving on committee's involvement in fund-raising service on task forces) used in evaluating faculty for promotion and tenure and merit pay? If so how and with what weight?

Service to the University is documented at two levels. Firstly, if the duty is assigned at departmental level, it is documented and notified by the respective Chairperson of the Department/Incharge Campus. Secondly, at university level, the service to the university other than routine assignments is documented by the Registrar office.

For the faculty serving under Tenure Track System (TTS), "Service" is one of the parameters of Self-Assessment Proforma which is defined as Conferences, Short Courses, Consultancy Provided, Testing Conducted, Funds generated and Administrative Assignments performed by the TTS faculty member and is evaluated for promotion or for award of tenure to the faculty member and the total weightage (15 marks out of 100) is assigned to this parameter.

Q (20): Who and how is service to external communities documented? Is this used as a criterion for evaluating the faculty member for promotion tenure merit pay? How and with what weight?

Answer: Faculty members are encouraged to provide services to external communities. Faculty members provide Consultancy Services as the industrial or final year projects. They provide their services in advisory, subject matter experts or inspection/evaluation. The faculty members also play their role in different Board of Studies, Selection Board, Journal Editors or Reviewers of other universities and institutions. They also take active part in the professional and academic bodies to

help these bodies for the implementation of regulations and review. However, these services to the external communities are not used as criterion for evaluating the faculty.

Once a request regarding service to external community is received, (e.g., external body community as expert in some other University) the approval of Vice-Chancellor is attained on the same. Such a service to external community is being notified by the Registrar office in respect of the faculty member extending his service. This community service performed by the TTS faculty member is considered for promotion/ tenure as specified above in Q 19.

Q (21): Please provide a department-wise list for workshops /seminars/ conferences attended and/or made a presentation by each faculty.

Answer: List for workshops/seminars/conferences is given below is attached under **Annexure – 26**.

Q (22): What offices are responsible for faculty professional development? How is faculty professional development documented?

Answer: Registrar Office, Quality Enhancement Cell (QEC), and Director Studies Office, and department heads work for faculty professional development. Records are available in respective offices. QEC arranged a three-day teacher training workshop for newly appointed faculty. Each year different faculty members are nominated for professional training and their list is maintained. QEC also conducts different surveys from faculty about their course review and to judge their level of satisfaction. Registrar office and Departments also organized many seminars on OBE system for the training of faculty. PEC arranged two seminars on the OBE system in UET Lahore for the training of faculty. The training attendance is available in relevant office.

The List of department-wise list for workshops /seminars/ conferences attended and/or made a presentation by each faculty is attached under **Annexure – 26**

Q (23): How are the professional development activities of faculty members used? For merit pay. For promotions? For tenure? For reviews after a person has tenure.

Answer: QEC conduct Teacher Evaluation Forms for students and based on scores teacher received incentives. The university also provides the scholarship for higher studies under its Faculty Development Program (FDP). Research incentives and other benefits are given by university. Teachers get promotion under the prescribed criteria of HEC.

Q (24): List the department-wise names of faculty members who have gone to foreign countries for higher studies during their employment in your university. Where and what have they studied? What degrees /diplomas /certificates/ postgraduate work has been obtained?

Answer: Attached under **Annexure -27**

PROMOTION AND TENURE

Q (9): Describe in detail the process used for promotion for faculty members – to assistant professor; to associate professor; to full professor.

Answer: Faculty members who are eligible for promotion are re-inducted against the higher post. An induction criterion of higher post is considered as the promotion criteria.

Q (10): Are you using the tenure criteria set by HEC? What are the obstacles you are facing with these? By department, how many faculties are tenured?

Answer: Yes, for Tenure Track faculty, the tenure criteria set by the HEC in Model Tenure Track Process Statutes, Version 2.0 is used. The award of Tenure to the TTS faculty is determined by the Departmental Tenure Review Committee (DTRC) and Technical Review Panel (at least three international reviewers) after assessing the faculty member's performance reports for the prescribed period according to rank. Subsequently their recommendations are being considered and approved by the Selection Board/ Syndicate respectively. This involves the procedural delay which is one of the major obstacles faced by the University for the award of Tenure to faculty. Moreover, the delay in endorsement of appointment/ promotion from HEC also hinders the process.

Following Departments have the Tenured faculty with the number of faculty members mentioned against each

Electrical Engineering:	03
Polymer & Process Engineering:	02
Chemical Engineering:	01
Mechanical Engineering:	01
Textile Engineering	01
Physics	01
Mathematics	01

MAINTAINING INTEGRITY

Please provide documentation for the process used for terminating faculty. Please list by department faculty in each of the following categories:

Q (25): Those who have resigned and list the reasons for each.

Answer: Faculty members and staff have resigned due to their personal reasons

Q (26): Those who have been deputed and list the reasons for each.

Answer:

- Dr. Sajjad Mubeen, Associate Professor was appointed as Director General Monitoring & Evaluation in Planning & Development Department Government of the Punjab. He was on Deputation and his deputation was approved by the Chief Minister of the Punjab.

- Dr. Muhammad Shafique, Director External Linkages was appointed as Chairman of Board of Intermediate & Secondary Education Dera Ghazi Khan. He was on deputation and Chancellor/Governor of the Punjab appointed him on deputation Basis.
- Mr. Muhammad Irfan Deputy Registrar was on deputation at LDA. His services were requisite by the LDA and he was relieved by the University.
- The details of recent cases are available in the Registrar office.

Q (27): Those who have been terminated and list the reasons for each.

Answer:

1. Ms. Ammara Rahim, Lecturer IEER
2. Ms. Amna Bari, Lecturer IEER
3. Mr. Abid Ali, Lecturer Geological Engineering Department
4. Mr. Ayyaz Khan, Lecturer, Transportation Engineering & Management Department
5. Mr. Zahid Usman, Lecturer, IME Department
6. Ms. Huma Irfan, Lecturer, Geological Engineering Department
7. Ms. Humaira Siddique, Lecturer Chemical Engineering Department KSK Campus
8. Muhammad Mughees, Lecturer, EED, Faisalabad Campus
9. Mr. Shahid Hussain, Lecturer, Mechanical Engineering Department
10. Mr. Sohaib Ghani, Lecturer, EED Faisalabad Campus
11. Muhammad Mohsin Awan, Lecturer, EED, KSK Campus
12. Dr. Muhammad Ashraf Javaid, Assistant Professor, TEM Department
13. Dr. Tauqir Ahmad, Assistant Professor, Civil Engineering Department
14. Dr. Hassan Tariq Chatta, Associate Professor, EED Faisalabad Campus
15. Mr. Furqan Hussain, Pet & Gas Engineering Department
16. Dr. Muhammad Aun Bashir, Assistant Professor, Civil Engineering Department
17. Mr. Ather Mehmood, Lecturer, Physics Department
18. Muhammaad Shehzad Kamal, Lecturer, Polymer & Process Engineering Department
19. Muhammad Awais Ashraf, Lecturer, Mechatronics & Control Engineering Department
20. Mr. Abdul Khaliq, Lecturer, Metallurgical & Materials Engineering Department
21. Dr. tahir Farooq, Assistant Professor Civil Engineering Department
22. Dr. Hassan Jalil, Assistant Professor, Electrical Engineering Department
23. Dr. Muhammad Rizwan Butt, Lecturer, Electrical Engineering Department
24. Abrar ul Haq Khan Balouch, Lecturer, Mechanical Engineering Department
25. Mr. Shafqat Ali, Lecturer, Civil Engineering Department
26. Muhammad Shahbaz Anwar, Lecturer, Physics Department
27. Muhammad Imran, Lecturer, Physics Department
28. Mr. Qasim Habib, Lecturer, Polymer & Process Engineering Department
29. Mr. Aamir Ali, Lecturer, Polymer & Process Engineering Department
30. Mr. Salman Shahid, Lecturer, Polymer & Process Engineering Department
31. Muhammad Naveed Khan, Lecturer, Polymer & Process Engineering Department

32. Muhammad Zafar Iqbal, Lecturer, Polymer & Process Engineering Department
33. Muhammad Kamran Akhtar, Lecturer, Mechatronics & Control Engineering Department
34. Mr. Samsoun Inayat, Lecturer, Mechatronics & Control Engineering Department
35. Mr. Ijaz ul Mohsin, Lecturer, Chemistry Department
36. Ms. Sehar Butt, Lecturer, Computer Science & Engineering Department
37. Muhammad Asad Rehman Ch, Assistant Professor, Electrical Engineering Department
38. Mr. Asim Rouf, Lecturer, Architecture Engg & Design Department
39. Hafiza Sana Ijaz, Lecturer, Mechanical Engineering Department
40. Mr. Shabbir Khan, Lecturer, Electrical Engineering Department

All the above have been terminated due to absence from duty since long.

- The details of recent cases are available in the Registrar office. **Annexure -27**

Q (28): If faculty members are suspected to have plagiarized, changed grades, or in any other way comprised the ethics of the institution, how is this handled?

Answer: If faculty members are suspected to have plagiarized, such cases are brought to the notice and are discussed / evaluated at various levels in relevant committees. The concerned members are confronted with the allegations and asked for their viewpoints, before an action is taken as per the rules and regulations of HEC. Furthermore, the HEC plagiarism Policy is being implemented in letter and spirit.

SALARIES AND BENEFITS

Q (29): How are faculty salaries and benefits set? Who sets them? Who approves them? Provide any data you have that shows comparable salaries and benefits at other institutions that you believe compete with you.

Q (30): Does the University give merit pay? If so, please describe the process.

Answer: Faculty members are salaried through Faculty Pay Scale (FPS) and Tenure Track System (TTS). Faculty Pay Scale (FPS) is recommended by the Syndicate and approved by the Senate. Tenure Track System (TTS) is set and approved by HEC.

Best Performance Award (Honorarium) is processed as per evaluation of teachers and recommendation of convener evaluation. Furthermore, better incentives are given to those PBS teachers whose performance is excellent. The Better incentive Committee comprises of four senior professors who recommend cases of teachers for reward. Teachers are also paid for publication in impact factor journals.

PERSONNEL FILES

Q (31): Who keeps the faculty personnel files? Who has access to them? What is contained in the files?

Answer: Establishment Branch, Registrar Office keeps the faculty personnel files. Personal files contained the data starting from the appointment of the employee to retirement. It consists of job application form, educational documents, joining letters, ACRs, NOCs, all Office Orders relating to person, all applications/request submitted by the person concerned.

Q (32): Please provide the personal files of all faculty members.

Answer: Personal files of faculty members are available in registrar office

FACULTY SATISFACTION

Q (33): What is the system you use to assess faculty satisfaction? Please provide copies of the most recent surveys that have been summarized. What office(s) hold the responsible?

Answer: Departmental “Program Teams” conduct survey of faculty satisfaction using HEC Proforma “Faculty Survey”. The data of the surveys are analyzed and recorded in the SARs. The Assessment Teams (AT) evaluates the faculty satisfaction and highlights the gaps for corrective action if required. The proforma for Faculty Satisfaction is attached under **Annexure 28**.

STANDARDS 6: STUDENTS

Q (1): Who developed and approved the admissions policies?

Answer: Amendments in admission policies and making of new policies as per requirements is the responsibility of the Admission Cell / Students Section. The proposals are routed through Registrar, Academic Council and the syndicate. Policies are implemented after approval of the syndicate (**Annexure 08**)

Q (2): How often are admissions policies update / revised? By whom?

Answer: Policies are reviewed before each admission cycle by the Convener Admission Committee. Any revision, if required, is processed according to the procedure described under development of new policies.

Q (3): Is there a Student Guideline prepared by the university /Institution /Department?

Answer: Yes, a university prospectus is published each year and handed over to students for information and record. All policies and regulations are included in the prospectus. All policies are well disseminated to the students through prospectuses printed during each admission cycle and the website.

Q (4): How often the students Guidelines are reviewed / updated.

Answer: Any revision of policies is reflected in the new prospectus published in the following year. Policies are updated as and when required. Review is carried out each year before commencement of admission. **Annexure 08**

Q (5): How and where are admissions policies published?

Answer: Detailed admission policies are published once a year in the form of a prospectus before each year's admission cycle. Eligibility Criteria for admission is advertised in the newspaper and university's Website. **Annexure 08**

Q (6): How does the general public find out about admissions policies?

Answer: The general public find through the University website www.uet.edu.pk and admission advertisements published each year in national newspapers. **Annexure 08**

Q (7): What percentage of courses listed in the university prospectus/catalogue are offered each year?

Answer: 100% Compulsory courses are offered year. Elective courses are offered according to need and availability of resources. Around 92% of the curriculum is compulsory and the remaining 8% is elective in most of the departments. Departments with 100% compulsory courses, the offering is 100% each year. **Annexure 08**

Q (8): Where can one find information regarding recognition of the university and accreditation status of individual programs and recognition of university? List the details of published documents and web links (if published online)

Answer: From the websites of Pakistan Engineering Council (www.pec.org.pk), National Computing Education and Accreditation Council (NCEAC) and Pakistan Council of Architects and Town Planners (PCATP).

Q (9): What is the credit transfer policy of the university? How many students are transferred to this institution and how many are transferred from this institution in last three years (Provide year-wise details).

Answer: Students from other HEC approved universities and programs accredited by PEC or PCATP may apply for migration to the university in the same program in accordance with universities migration rules. Following condition shall govern transfer of subjects (credits) to the University for Subject's Studies elsewhere. A subject that does not satisfy these conditions shall not be transferred not given any credit. (**Refer to the Annexure 29**)

1. The subject must correspond to a subject offered by UET or be deemed equivalent in depth and intensity.
2. The student must have earned at least 40% marks in case of absolute grading system or a minimum of C grade or higher in a letter grading system similar to one in this university. In case of any other grading system, department shall decide with the above minimum limit in perspective.
 - The accumulative credits accepted for transfer in any program should not exceed one half of total credits required to complete that program
 - The credits transferred are counted towards the degree requirements of the student. However, the GPA transferred credits shall not be counted towards the calculation of CGPA, and that only 'Transferred' shall be written against those subjects in which allowed.
 - Migrating student may be deficient in subjects as compared to the class which he has joined. Such a student shall repeat these subjects.
 - The detail of the number of Students transferred in and transferred out is available at admission office.

Q (10): Please provide report of dropout of the student / program / semester wise.

Answer: The report of dropout students is attached under **Annexure-30**.

Q (11): What problems students encounter in registering for course that they need for graduation.

Answer: Usually the students find no problem and registration is on-line and carefully planned.

Q (12): For each department/program: within what time frame are marking of assignments/examination papers and result preparation and declaration. Does the teacher show marked assignments to students?

Answer: The results have to be submitted to the Examination Branch within 7 days after completion of the examinations by all departments. Students are shown marks of quizzes, midterm and final examinations.

Q (13): What is the policy for awarding the scholarship/financial aid to the students?

Answer:

Institution scholarships

1. Applications are invited through the displayed in the Notice Board with Advertisements in the Department, Web Site of FA&CS.
2. Scrutinized as per criteria defined by the respective Scholarship Awarding Committee.
3. Interviewed of short-listed candidates are arranged.
4. A List of nominations and wait list is prepared for final approval of the worthy Vice-Chancellor.
5. Notifications are served to all concerned office for the award of such Scholarship.

Govt. Intuition Scholarship.

These Scholarships are awarded as per guideline of donor.

Such procedure as above is followed for award of scholarship.

Private Donor Scholarship

Private Donor Scholarship are awarded through interviews of shortlisted candidates either by the donor or UET Scholarship Committee.

The Scholarships and the Financial Aids given to the students are attached under the **Annexure 07**.

Q (14): Please provide a copy of all admission policies and Student Guidelines Prospectus along with their approvals.

Answer: Attached under **Annexure-08** (Prospectus).

Q (15): Total amount of Scholarship/financial aid given from institutional funds; Annex the year-wise list of awardee students along with approvals for last three years.

Answer: Data attached under **Annexure- 07**.

STANDARD 7: INSTITUTIONAL RESOURCES

RESOURCE ALLOCATION

Q (1): Describe the budgeting process. How is faculty involved? How are departments involved? Deans/Directors/HoDs?

Answer: Every department is asked to make budget of its department. Faculty is involved in preparing budget of its department. university annual budget is prepared by budget department and presented to Finance and Planning Committee. After the approval of F&PC budget is presented to Syndicate and then to Senate. After the approval from senate budget is implemented on fiscal year.

Q (2): How are priorities set? Who is involved in setting priorities and what criteria are used? Please annex the copy of approval of Criteria.

Answer: The priorities are set based on needs of the university. Furthermore, these are endorsed by VC and Syndicate, and approved by the Senate.

Q (3): Provide SOPs for resource need allocation along with approval of SOPs.

Answer: Before the announcement of each year budget proposals for new heads or re-appropriation of budget are obtained from departments. In the light of these proposals, allocation of amount is made and duly approved by senate.

PURCHASING SYSTEM

Q (4): What is the system for purchasing educational items and equipment? If there is a committee how are the members selected and for what terms? What are the SOPs for purchase/procurement? Please provide an approved copy.

Answer: University have a Central Procurement Cell for handling and taking decision about purchasing. Central purchase Committee take decision about all the purchasing educational items and equipment. Purchasing at University is carried out by following the PPRA rules.

Q (5): Describe in detail the process used for purchasing. Provide evidence. For instance, if there is a committee provide minutes of meetings of Purchase Committee for last three years.

Answer: University follows the PPRA Rules for purchasing its instruments. Furthermore, a purchase committee has also been constituted for key purchases.

HUMAN RESOURCES

Q (6): Provide the list of administrative vacant positions (Designation-wise/department wise)

Answer: List attached as **Annexure-27**.

Q (7): Describe the process for hiring, evaluating, and terminating employees (excluding faculty).

Answer: The posts are advertised in the national press and applications are scrutinized by the scrutiny committee considering the relevant rules. The research papers for appointment of faculty are evaluated by the ORIC. The shortlisted candidates are interviewed by the Selection Board/selection committee.

The appointing authority for employees of BPS-17 is the Syndicate on the recommendations of Selection Board whereas the appointing authority for the employees of BPS-16 and below is Vice Chancellor.

The employees are evaluated annually. The ACRs of all the employees are filled by the respective Head of the Departments.

The service of any employee is terminated by fulfilling all the procedures as per employee's efficiency and disciplinary rules. The competent authority in case of employees BS-16 and below is Vice Chancellor and in case of employees BPS-17 and above the competent authority is Syndicate.

LIBRARY

Q (8): Please attach the last six months' utilization report of HEC Digital Library.

Answer: The data of HEC digital library usage is given in the following Table.

RESOURCES	2015	2016
Emerald	10,807	7769
ACM	1793	1415
ACS	5124	4370
APS	321	-
ASCE	754	-
IEEE	24655	190644
Science Direct	141556	100029

The details of the recent years are attached under the **Annexure-30**

Q (9): List of Books in Library/s containing the Title of book, date of purchase and year of publishing

Answer: List of Books purchased in Last Two Years attached under **Annexure -30**

STANDARD 8: ACADEMIC PROGRAMS AND CURRICULA

DEVELOPMENT, APPROVAL AND REVIEW OF ACADEMIC PROGRAMS.

Q (1): How are academic courses and programs designed and approved? Please describe the process as completely as possible.

Answer: Whenever a new academic course or program is designed or need some amendments, Board of Studies (BOS) proposes curricula and syllabi. Those programs which are on OBE, consultation with (IAB) is discussed before submission to BOS. Board of Faculty reviews and approves the courses/ programs under the consideration. Academic Council makes regulations and recommendations of the board of the faculties and Board of studies and finally approves courses and programs.

Q (2): Are the academic programs/curricula approved by HEC? Provide copy of minutes of meetings for last three years for each of the committees involved in approving both courses and programs?

Answer: All the academic programs/curricula are approved by HEC. A copy of the minutes of the meetings for the last three years is available in the Academic office and concerned Department.

Q (3): Please provide a copy of the curriculum for each academic degree program.

Answer: Each program curriculum is given in the prospectus that is attached under **Annexure-08** Detailed course outlines are available in each department.

Q (4): How often are academic programs/majors reviewed? What is the process?

Answer: Academic programs are reviewed and revised after every 4 years.

Q (5): Do you use the alumni survey form from QEC? How are alumni surveys used in reviewing programs? Please provide a copy of the results of the most recent survey and how are these used to review the curricula?

Answer: Yes, we are in the process to use alumni survey form from QEC. Alumni survey is conducted every year for improvement in the knowledge area, ability to link theory with practice and designing of new components, review of the curriculum is done every year to accomplish all these. Their review is taken regarding teamwork, ability to tackle challenging situations and think independently. With the help of suggestions given by alumni better management and leadership skills are developed in the graduates. The data of alumni survey is analyzed and recorded in SAR by program team members.

The assessment teams evaluate the data and highlights the gap for corrective action. The chairpersons of the departments are responsible for taking corrective action.

Q (6): Do you use the Employer Survey? Please provide the most recent summary of the employer surveys. How are these used to review the curricula?

Answer: Yes, we are in the process to use Employer survey. Employer survey is planned to be used for improvement in current curriculum and its revision to fulfill the industrial requirements and polish the graduates for their professional life ahead. Team working, managing and skills are continuously improved as per the demand of employers. The data of employer survey is analyzed and recorded in the SAR by program team members. The assessment teams evaluate the data and highlights the gap for corrective action. The chairpersons of the departments are responsible for taking corrective action. The Surveys are attached under the **Annexure -28**.

LEARNING OUTCOMES, ASSESSMENT AND TEACHING METHODOLOGY

Q (7): Are faculty encouraged to vary their methods of lecture delivery – i.e., less lecture, more classroom discussion, hands-on activities, etc.? If so, please provide evidence for this.

Answer: Faculty members of UET are being encouraged to avoid monotony in lecture delivery and promoting interactive classroom discussions. To master the art of effective teaching, faculty members take part in mandatory training programs, both at university level and at HEC level, in which they are taught effective methods of lecture delivery.

Additionally, courses are designed in such a way that they comprise of a theoretical part and a hands-on laboratory part. This ensures that whatever is taught in the theoretical portion of the course is also practically understood by the students in the laboratory portion through specially designed experimentation.

Evidence:

- Every year there are a series of weeklong training workshop on Teaching Methodologies arranged by the Quality Enhancement Cell of UET
- Faculty members were nominated by the department to attend an HEC Training Workshop in Islamabad. Most of the courses have an associated three contact hour laboratory portion.

Q (8): How are “programmer outcomes” and “student learning” being assessed in relationship to the objectives of the academic programs? How are these findings used?

Answer: Program outcomes are set by the department in the form of Program Learning Outcomes (PLO’s).

To gauge the success in achieving these outcomes, the department was following sources

- Direct Assessment of PLOs through CLO’s attainment levels in each subject.
- Direct Assessment of PLOs in Fiscal Year Project (FYP).
- Direct Assessment of PLOs through 4-6 weeks internship program.
- Exit Survey

The Surveys are attached under the **Annexure -28**.

Q (9): How would do you assure that the faculty member teaching a series of courses are qualified to teach those courses?

Answer: The department sends a form to all the faculty members before the start of semester to ask them about the courses of their choice. The faculty members tell the department three preferred courses that they can teach. Based on their choices and priority the department assigns the courses for next semester.

Q (10): How does the university ensure that the courses are taught at the appropriate level – i.e., graduate courses are truly graduate level and not just undergraduate level? Please discuss the process for oversight and provide evidence of same.

Answer: By approving curricula through BoS/PGRC, BoF, and Academic Council. The curricula are prepared as per HEC/PEC guidelines. The department's Post Graduate Research Committee (PGRC) makes sure that all the courses are being taught on an appropriate level. At the end of each course, student and teacher both write about the completion of course in the class

Q (11): Do you use the Research Student Progress Review Form (QEC)? Please provide samples that have been submitted by students. How is this used?

Answer: Yes, the department uses the Research Student Progress Review Form provided by the QEC. Research surveys used to take analysis about the research student progress, time they are taking to complete their research process and department support to conclude the research.

Q (12): Please provide the most recently completed Survey of Department Offerings for Ph.D. programs (if applicable).

Answer: Recently M.Phil./Ph.D. review has been carried out. QEC conducts survey of departments offering PhD through self-assessment mechanism.

Q (13): Who handles internships/ field work?

Answer: In each department, there is an Internship Committee. They have a better liaison with the relevant industry. They take requests from the students with the 3 preferences of the firms/companies and select the students based on merit.

INFRASTRUCTURE

Q (14): Do you have the necessary laboratories and equipment to carry out the goals of each of your programs? Please discuss the deficiencies.

Answer: Necessary laboratories and equipment are present to carry out goals of the program. All labs are fully equipped with the relevant equipment and properly maintained to provide the students hands on experience.

Q (15): If courses are advertised in the catalogue / prospectus, are they actually offered each year? Can students get the courses they need to graduate in a timely manner?

Answer: All the courses that are offered in prospectus are offered in a well-maintained semester to facilitate the students so that there is no issue for students in registration, as many courses require pre-requisite course passes to register.

Each Engineering Department has adequate laboratories to provide hands on experience to students for various courses during the degree program

Q (16): Discuss the library stock and digital library facility. Give figures and evidence for use of the library as well as for the number of books, journals, etc.

Answer: The National library of the University plays a vital role in achieving the objectives of the institution. It has seating capacity of about 400 readers at its different floors. The library has more than 80,000 volumes of books, 22,000 volumes of bound serials and more than 600 scattered issues of scientific and technical serials on diverse fields. Besides Engineering Subjects, considerable reading materials on Basic Sciences, Social Science, Literature and Islamic Studies are also available. The university also provides the students' facility of digital library. In addition to that each department has departmental libraries which further facilitates the students.

INTEGRITY

Q (17): How are grades examined to guard against grade inflation? Give evidence.

Answer: Once result is prepared by the faculty member; it is checked by the chairman of the department before sending to COE to ensure guided histogram. After preparing the result teacher directly submit the hard and soft copy of result to controller of examiner. Controller of examiner appoints third persons from outside the University for entering and comparing the result. If there is any difference between soft and hard copy of results, then teacher is called for justification. In 2015 university introduce Learning Management System (LMS) under which only teachers have access to change the marks of grade if required.

Q (18): How is the integrity of the university maintained to guard against cheating and plagiarism? Please provide documentation for this.

Answer: The HEC guidelines are strictly followed for Plagiarism check of MS/MPHIL/ and Ph.D. theses and research papers. It is the responsibility of each author, including the coauthors to ensure that papers/thesis submitted for publication should attain the highest ethical standards with respect to Plagiarism, research title should be same as approved by ORIC and plagiarism check application submitted through the respective chairman and the Dean.

A Plagiarism Standing Committee is also working effectively to implement the plagiarism policy of Higher Education Commission and Director QEC is a member of this committee.

Q (19): Please provide copy of examination rules along with its approval.

Answer: Examination Regulations Relating to Evaluation, Conduct of Examinations; and Credit Transfer Policy for various categories of Students are given in the Prospectus and Student Regulations Handbook. These rules are also available on the website (**Annexure-08**)

STANDARD 09: PUBLIC DISCLOSURE AND TRANSPARENCY

Q (1): Do you have a website that makes documents and policies accessible to the public? If so, what is the address and what do you have listed on the website?

Answer: Yes, University has a website www.uet.edu.pk that make accessible, all documents, admission policies and available to students and the public. All upcoming events' detail university News, admission procedure, detail of university campuses, departments and programs are available on the university website.

University of Engineering and Technology, Lahore, Pakistan

EVENTS AT UET [Calendar](#)

View all Events

NEWS

2023-04-14
Visiting Faculty required in the Department of Basic Sciences and Humanities, Narowal Campus UET

2023-04-11
Graduate Engineers Trainee & Internship Program, Faisalabad Campus UET Lahore

2023-04-07
IMPLEMENTATION AND ASSESSMENT OF OBE MODEL IN ENGINEERING EDUCATION

2023-04-06
Visiting Faculty Required in the Department of Natural

Q (2): With what office does the public deal with?

Answer: Public deals with *Public Relation Office* who handles media activities and provide other information to the public on demand. Furthermore, the public is also being facilitated in the relevant offices

Q (3): Do you get much feedback from the public? When you do, what do you do with it? Please give three or four examples.

Answer: The University organizes the Open Days for the awareness and feedback from the public. Furthermore, in community development projects and research, the community participation and feedback are obtained through structured questionnaires. In the light of their opinion and views proposals for the development are prepared.

Q (4): When and where did you publish merit lists for students' admissions?

Answer: Merit lists are displayed on notice boards outside admission office and also uploaded on the university website.

Q (5): Describe your communication strategy/processes for disseminating regulations, rules and policies. Please provide any documents relating to communication strategy; any SOPs.

Answer: Various communication channels like website, portals, emails, notifications, letters, notice boards etc. are used for disseminating regulations, rules and policies. University has developed several portals for the students, faculty, and other stakeholders so as not to public the important information such as; examination marks, student's attendance, salary slips etc. The snapshot of LMS is given in the following picture. The details are attached under the **Annexure-31**

The screenshot shows the UET LMS homepage with several key features highlighted:

- Examination News / Updates:** A central circular diagram titled "Six Steps to Continuous Improvement of Student Learning" with steps: Identify Student Learning Outcomes, Identify Objectives, Specify Assessment Procedures, Collect and Analyze Data, Share Results, and Make Changes.
- Semester Planning:** A grid showing class schedules for different semesters.
- Outcome-based Education:** A section explaining OBE as an educational theory based on goals (outcomes).
- Reports:** A table showing departmental reports for the Department of Computer Science and Engineering.
- User Training Manuals:** Represented by a book icon.
- User Training Videos:** Represented by a video camera icon.

Q (6): Where and when have you displayed the examination results?

Answer: Results are uploaded to the LMS portal; every student has access to view his result. Results are also displayed on the notice board in every department.

Q (7): Please provide academic calendars of last three years.

Answer: Academic Calendars of the last three years are attached under **Annexure - 32**

STANDARD 10: ASSESSMENT & QUALITY ASSURANCE

Q (1) What is the process of self-assessment at the program level? At the institutional level? Describe in detail. Provide the copies of Self-Assessments at Program level and at Institutional Level (Last three years).

Answer: Process of Self-Assessment at Program Level

1. QEC initiates Assessment one semester prior to the assessment through the dean.
2. Department forms Program Team that will be responsible for preparing Self Evaluation Report (SAR).
3. QEC reviews the documentation within one month.
4. If the self-assessment reports are complete, then forward to VC/Dean otherwise return to program team for necessary amendments.
5. VC/Dean QEC forms Assessment Team (AT) in consultation with the dean based on the recommendation of QEC.
6. QEC plans and fixes Assessment Team (AT) visit.
7. Assessment Team conducts assessment and presents its findings to QEC, Dean, Program Team (PT) and complete Faculty
8. QEC submits an executive summary to V.C.
9. The department prepares an implementation plan for the weaknesses identified in the executive summary.
10. Follow- up of the implementation plan by the QEC

Process of Self-Assessment at Institutional Level

Institutional Performance Evaluation (IPE) is done internally at the University the objective of which is to evaluate at institutional level. The corrective actions are taken to improve the performance at the Institute.

Q (2): Provide the notification for the establishment of the QEC.

Answer: attached under **Annexure - 33**

Q (3): What is the total number of departments? SARs, AT Reports and Rubric Report of how many departments are completed and submitted for necessary actions?

Answer:

Total number of departments in the university Main Campus are 24 and total programs offered by UET Main & Sub-Campuses are 130. QEC submitted the SAR, AT Report, proposed corrective actions and Rubrics of Programs to HEC and respective departments.

Campus	Programs	Eligible Programs for Self-Assessment	Programs Assessed by QEC
UET Main & Sub-campuses	140	120	120

SARs	Rubric Reports	Executive Summaries	Corrective Actions	Implementation Plans
120	120	120	111	111

100 % assessment of all applicable programs, remaining programs are halted as they have been recently started or there is no enrollment.

Q (4): SARs of how many departments are completed? (Provide all SARs prepared in last three years)

Answer: SARs of 120 Programs have been completed. We have completed the target of 100% SARs as per applicable programs

Q (5): Executive Summaries of how many departments are completed and submitted.

Answer: Executive summaries of all eligible programs of all departments have been submitted. 24 departments have submitted their SAR and executive summaries of their programs.

Q (6): How are the SARs used – discuss for each department/program as well as for the university as a whole? Please provide the name(s) of the respective officers responsible for integrating the results of the SARs.

Answer: SARs provide an in-depth analysis of Faculty, Curriculum and Institutional Facilities. Surveys conducted to identify the strengths and areas which need improvement for respective departments. After identification of weaknesses, recommendations of assessment teams are implemented in the departments. SARs are also submitted to PEC and HEC for further endorsement.

The Chairpersons are responsible for the preparation of SARs at the department level for a degree program. Director and Deputy Director QEC review the results of the SARs. Assessment Teams also provide the guidance for the implementation of action plans against the identified opportunities for improvement.

Q (7): What is the compliance mechanism for SARs? Please provide any actions taken (list/notifications).

Answer: Action plans are made, and corrective actions are taken against the gaps found for compliance to the standard. The record of corrective actions is available for reference.

Q (8): How many councils visit the university in last three years?

Answer: Detail of councils which visited university in last three years is as follows:

1. Pakistan Engineering Council (PEC)
2. Higher Education Commission (HEC)
3. Pakistan Council of Architects and Town Planners (PCATP)
4. National Computing Education Accreditation Council (NCEAC)

Q (9): List the departments/programs that are accredited by councils.

Answer:

Sr.#	Department	Accreditation Council
1	Electrical Engineering Department	PEC
2	Department of Industrial & Manufacturing Engineering	PEC
3	Department of Architecture	PCATP
4	Department of Transportation Engineering & Management	PEC
5	Department of Architectural Engineering & Design	PEC
6	Department of Mechanical Engineering	PEC
7	Department of Geological Engineering	PEC
8	Department of Mechatronics & Control Engineering	PEC
9	Product and Industrial Design Department	HEC
10	Department of Metallurgical & Material Engineering	PEC
12	Department of Mining Engineering	PEC
13	Department of Petroleum & Gas Engineering	PEC
14	Department of Chemical Engineering	PEC
15	Institute of Environmental Engineering & Research	PEC
16	Department of Computer Science and Engineering	NCEAC and PEC
17	Department of Polymer and Process Engineering	PEC
18	Institute of Business and Management	NBEAC
19	Department of City and Regional Planning	PCATP
20	Civil Engineering Department	PEC

Q (10): Describe the process for carrying out student satisfaction surveys.

Answer: Process for Students Satisfaction Survey

The students' satisfaction survey is conducted by following the below process

- QEC distributes the Assessment Proforma for student satisfaction surveys to all concerned departments.
- Surveys are conducted by departments from each session.
- Program teams compile and analyze the result of surveys.
- The results are attached in SARs and submitted to QEC.
- Feedback is sent to departments for corrective actions

Q (11): Describe the process for carrying out graduate assessment surveys?

Answer: The graduate assessment survey is conducted by following the below process

- QEC distributes the Proforma for graduate surveys to all concerned departments.
- Surveys are conducted by departments.
- Program teams compile and analyze the result of surveys.
- The results are attached in SARs and submitted to QEC.
- Feedback is sent to departments for corrective actions

Q (12): Describe the system for bringing into the awareness of the students, faculty and staff the importance of and means of implementing quality assurance. How many and when were there conferences/workshops/seminars/meetings on QA? Who and how many attended?

Answer: QEC UET Lahore always encourages organizing seminars and workshops to raise awareness of importance and means of implementing quality assurance among students, faculty and staff.

The details of Training workshops & Seminars are attached under the **Annexure-26**.

Q (13): Describe the initiatives of the Vice Chancellor and other university officials (other than QEC) concerning quality assurance.

Answer:

Director QEC directly reports to VC who is personally engage in all initiatives related to implementation of Quality Assurance System in the university. He attends all seminars, workshops and training related to QA to make students, faculty and other stakeholders realize the importance of Quality Assurance System, and He provides all necessary resources for effective implementation of QA system.

Q (14): What percentage of the budget of the budget is allocated to QEC? What percentage is spent? (Details of last three years)

Answer:

The details of the budget are given in the following Table

Years	% of Budget Allocated to QEC	% of Budget Spent
2018-2019	1125000(Rs)	262085(Rs)
2016-2017	0.0711	38.82
2015-2016	0.0701	12.88
2014-2015	0.0728	29.07

The details of QEC Budget -2020-2022 are attached under the **Annexure-34**

Q (15): How do you assure that the QA criteria and Standard Guidelines of HEC like Plagiarism Policy, Faculty Appointment Criteria, MS./MPhil and Ph.D. criteria, Tenure Track System, Semester Guidelines are implemented? Please provide evidence of implementation/notifications/circulars/minutes.

Answer: A well-established mechanism exists at university to ensure that all QA criteria laid down by HEC are followed. The accounts for faculty members have been created to use 'Turnitin' software and training workshop was conducted. Policy for the tenure track system has also been implemented. The University has also laid down criteria for appointment of faculty, MS/M.Phil. and PhD criteria for admissions.

Q (16): How are you integrating SOPs for QA reports into future planning?

Answer:

1. At program level the chairman of the department uses the report/recommendations of program teams and assessment teams for future planning.
2. Reviews of different processes are carried out and necessary actions are taken for future planning

STANDARD 11: STUDENT SUPPORT SERVICES

University of Engineering and Technology, Lahore, demonstrates adequate and efficient student support services that enable students to achieve their educational goals directly and facilitates the overall process of achieving the institutional mission.

The adequate and appropriate services include sports and extracurricular activities, general cleanliness and pleasant outlook of the campus & classrooms, cafeteria and health center facilities, efficient system of redressal of grievances etc., create an enabling learning environment with greater efficiency of education delivery system.

The student support services model is flexible and responsive in nature to address the full spectrum of the diverse needs of students, their abilities and cultural diversity. The service should include also support to admissions, registration, orientation, financial aid/scholarships, advising, counseling, housing/hostels, childcare, placement, tutoring,

Student support services of UET Lahore are efficient to address the needs of diverse student community including older students, international students, students with disabilities, distance students, and students under multi-campus arrangement.

Extra-Curricular Activities

To develop leadership qualities different students' societies are active. They arrange and participate in different co-curricular activities like university dramas, exhibitions, expos, competitions, and debates at national and international levels.

Students' Societies / Clubs

- Blood Donors Society
- Debating Society.
- Dramatic Society
- Horticulture & Environmental Society
- Literary Society
- Quiz Society
- Islamic Society

Departmental Societies

- SPACE Student Chapter UET Lahore
- ICE Student Chapter UET Lahore
- IEEE UET Student Chapter
- IET UET Student Chapter
- ASME UET Student Chapter
- SPE UET Lahore Student Chapter
- Electronics Club
- Computer Club
- Pak Chapter & US Mechanical Society

1. Sports Facilities

The University provides outdoor and indoor sports facilities to the students. Facilities are provided for all popular sports including cricket, hockey, football, tennis, badminton, basketball, squash, table tennis, body building and athletics.

Fitness Gym/Swimming pool/Indoor sport courts in the premises of university

Facilities	Numbers
Fitness Gym	04
Swimming pool	01
Indoor sport courts	05
Outdoor sport courts	28
Playground	07
Rooms available for accommodation.	4500
Total covered area reserved for hostel facility in sq.	839,565
Total Number of students availing hostel facility	4,600
Open Experimental Area reserved for academic purposes in the premises of university.	15 Acres

2. Health Care

The University provides excellent health care facilities including counselling for stress reduction to students and employees.

University health Care Centre comprises following senior staff members who facilitate university faculty, students, and staff members

1. Senior (Female) Medical Officer)
2. Medical Officer (Male)

The University provides medical coverage to its employees and students under the supervision of a health Committee. On the request of a Resident Tutor, the Doctor may visit a patient in hostel if he is unable to move from bed.

The day-scholars can have their medical certificates countersigned from the University Medical Officer if they are treated by an outside registered medical practitioner.

Medicines, however, are not issued from the clinic on prescription of an outside medical practitioner.

Health Committee

University has health committee that looks after health-related matters.

- Prof. Dr. Khalid Mahmood-Ul-Hassan (Chairman Health Committee)
- Dr. Muhammad Shahzad (Chief Medical Officer).

Counselling for Stress Reduction

A proper office of the counselling for stress reduction is performing in UET Lahore. An Assistant Counsellor has been inducted in office. Office organizes many events for students to reduce the stress during studies.

3. IT Facilities

There are more than 10,000 computers for students use in the University

4. Transport Facilities

There are 47 buses for students' pick and drop

5. Other Facilities that Support Students in education and Entertainment

The facilities that support students in achieving their objectives are given in the following Table

Facility Name	Capacity/Numbers
Auditorium Complex	2500 seats + 12 Lecture Halls/1
Multipurpose Hall	1000 seats/1
Seminar Halls	2000 seats/8
Video Conference rooms	100 seats/2
Departments having lab space for PhD student enrolled.	18
Total covered area for PhD students' labs in Sq. Ft	21,600
Number of classrooms in the University	160
Total Covered Area of Classrooms in the University in Sq. Ft	206,180
Internet and Wi-Fi Facilities	268 Mbps /26
Indigenous Power Capacity	5.1 MW/7
Students Services Centers	800 seats/2
Cafeteria	1000 seats/5
Number of Teaching Laboratories for Undergraduate	105
Covered Area of teaching Laboratories in the University in sq. ft	220,500
Number of Research Laboratories for Postgraduate Students	15
Covered Area of research Laboratories in the University in sq. ft	37500
Number of Museums in the University (for academic purposes)	01
Covered Area of the museum in sq. ft	126,000
Number of Teaching Laboratories for Undergraduate Students	105

CAREER COUNSELING AND PLACEMENT

Q (1): Do you have a career counseling center? If so, give the qualifications of each of the staff members. Please give the TOR for the office. What was the budget allocated for last three years? What was the amount allocated and actually spent?

Answer: Yes, The University has a career counseling office located on the first floor of Boys Service Center and the details of the staff of the Career Counseling Office is given below

Career Councilors:

- Dr. Rabia Nazar (PhD Polymer Engineering)
- Dr. Sidra Fareed (PhD Electrical Engineering)

Internee:

Iqra Ahsan: Masters in Electrical Engineering

TORs of the career counseling office

To facilitate the students, graduates, and alumni to begin successful careers and fulfill their professional needs.

Budget Allocation

The Career Counseling Office became active from February 2017. There is no Budget allocated for career counselling office yet. The details are attached under the **Annexure-35**.

Q (2): Is there a separate student placement office? What was the budget allocated for last three years? What was the amount allocated and actually spent?

Answer: Yes, there is a separate student placement office in UET Lahore. Budget allocated details are attached under the **Annexure-36**.

Q (3): How are students informed about the career counseling center? The placement office? Please provide copies of circulars/notifications/ web displays/ student surveys related to these.

Answer: Students are informed through social media and official website of UET. There is also a career counseling office official page on Facebook.

Website Link: <http://uet.edu.pk/administration/aboutadministration/index.html?RIDplacementbureaue>

Facebook Link: <https://www.facebook.com/UET-Career-Counseling-Office-1423110661330016/>

Q (4): How are student needs ascertained for the career counseling center? The placement office? How many used each of these services in last three years?

Answer: Students needs are ascertained through workshops and seminars. More than 200 students have attended seminar and workshop. **Annexure-36**.

FINANCIAL AID

Q (5): Describe your financial aid office. What are the qualifications of the person heading the office?

Answer:

FUNCTIONS AND DUTIES OF THE FINACIAL AID & CAREER SERVICES (FORMER PLACEMENT BUREAU)

One of the important functions of the FINACIAL AID & CAREER SERVICES (FA&CS), previously known as PLACEMENT BUREAU, is to search and develop contacts with the industry and R&D institutes in public and private sectors of the country to identify prospective employers, jobs, scholarships and internship training for UET students.

FA&CS office acts as a bridge between UET graduates and employers and donor agencies for scholarships, financial assistance, loans etc. The FA&CS is committed to provide friendly and efficient services to UET students, graduates, employers, and scholarship donor agencies. It provides information to the students with the recent jobs and scholarships available by displaying the information on the UET notice board frequently. Students get to know the different areas where they can grow as engineers and enhance their natural and technical skill which they developed during their stay as students in the University. It frequently arranges visits of the Prospective

employers and their discussions with faculty members and students of relevant departments regarding the emerging need and training of the students in the same direction. The FA&CS facilitates various organizations in the process of pre-selection of students who are about to complete their studies by arranging tests and interviews of prospecting candidates for placement in the industry.

As a result, the FA&CS maintains a mailing list of major companies employing engineers who are constantly informed about the graduating classes at proper time

Qualification of the head of Financial Aid Office:

Designation	Education
Director	Ph.D.
Admin. Officer	Graduate
Junior Clerk	F. A
Junior Clerk	F. A
Naib Qasid	Matric

Q (6): Please provide the approved SOPs / Rules for Financial Aid to student.

Answer:

• SOP for Financial Aid to Student:

- The student must be a full-time registered student of the degree program offered by the University. The application for Financial Aid must be endorsed by the Chairman of the Department.
- The student must NOT be getting any other financial support from any other source (financial institution/organization).
- The student will ONLY be eligible for ONE Scholarship at a time.
- The student must pass each semester with CGPA 3.0 or more and must not get failed in any subject for continuation of Scholarship; however, Emergency Aid will be discontinued if the CGPA is less than 2.0. The student has to provide latest Result Card verified by the Chairman of the Department.
- The student has to become a registered member of the UET Financial Aid Group (FAG) for the award of Scholarships/Financial Aid/Emergency Aid. The member of FAG will become a registered member of the UET Alumni after successful graduation.
- The student will pay back the amount he received as Financial Aid during studentship. The student must submit a declaration for his future commitment with the University

Q (7): Please list the financial aid/scholarship programs offered in last three years.

Answer: The FA&CS looks after Needy Scholarships and Financial Assistance program of the University for deserving students. These Scholarships are awarded by either the government agencies or other private sources, both from local and international donors. The list of scholarships for three years is attached under **Annexure-07**.